



Wada Nirmitti Education Society's
GURUKUL GLOBAL SCHOOL
WORKSHEET

SUB: COMPUTER

LESSON: 1. Working with Files and Folders

STD: IV

NAME: _____ ROLL No: _____



DATE: _____

Q.1. Fill in the Blanks from given Options.

(Rename , Double-click , Subfolder , Desktop , Properties)

- 1) A Folder within a folder is called _____.
- 2) The _____ option will be found at the bottom of this list.
- 3) _____ means change the existing name of a file/folder.
- 4) To view the contents of any file or folder, _____ on it.
- 5) The main screen on the monitor known as _____.

Q.2. Tick Correct Answer.

- 1) To create New Folder Click on.
 - a. New > Folder
 - b. New > Shortcut
- 2) To save your work, Correct steps are:
 - a. File > Open > Save
 - b. File > Save as > Save
- 3) To view the contents of any file or folder.
 - a. Single-click
 - b. Double-click
- 4) It displays the complete path of selected file/folder.
 - a. Ribbon
 - b. Address bar
- 5) Which is following Folder icon.
 - a. 
 - b. 

Q.3. Write Steps to Opening File Explorer.

1. _____
_____.
2. _____

_____.

Q.4. Write Steps to Renaming a File/ Folder.

1. _____
_____.
2. _____
_____.
3. _____
_____.
4. _____
_____.